Manitoba

Annual Report 1985 - 86

Municipal Affairs

Manitoba

Minister of
Municipal Affairs

330 Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8

His Honour George Johnson
Lieutenant Governor of Manitoba
235 Legislative Building
Winnipeg, Manitoba
R3C 0V8

May It Please your Honour:

It is my privilege to present for your information the Annual Report of the Department of Municipal Affairs, for the year ending March 31, 1986. The Report was prepared under the direction of the former Minister of Municipal Affairs, Andy Anstett.

Respectfully submitted,

John M. Bucklaschuk

Manitoba

Deputy Minister of
Municipal Affairs

332 Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8

Honourable John M. Bucklaschuk
Minister of Municipal Affairs
330 Legislative Building
Winnipeg, Manitoba
R3C 0V8

Dear Sir:

It is a pleasure to present to you the fourth Annual Report of Manitoba Municipal Affairs.

Activities described in this report illustrate the direct and consultative services Manitoba Municipal Affairs continues to extend to local governments.

In May of 1986 The Municipal Act, under which municipalities function and provide services to their citizens, will be one hundred years old. Municipal Affairs' role and mission to maintain and strengthen the historic liaison linkage shared by the Province and Manitoba's municipalities will continue to grow and evolve.

Municipal Affairs is proud of its century of service and anticipates continued and new initiatives in this next year and this next century.

Respectfully submitted,

G. D. Forrest

Manitoba Municipal Affairs

Role and Mission Statement

A simple and direct legislative linkage connects Manitoba municipalities to the province. Within the parameters of this legislation, municipal councils are corporate and independent decision making bodies, responsible for managing the affairs of Manitoba's local governments.

Manitoba Municipal Affairs has provided the liaison linkage between the two authorities for close to a century.

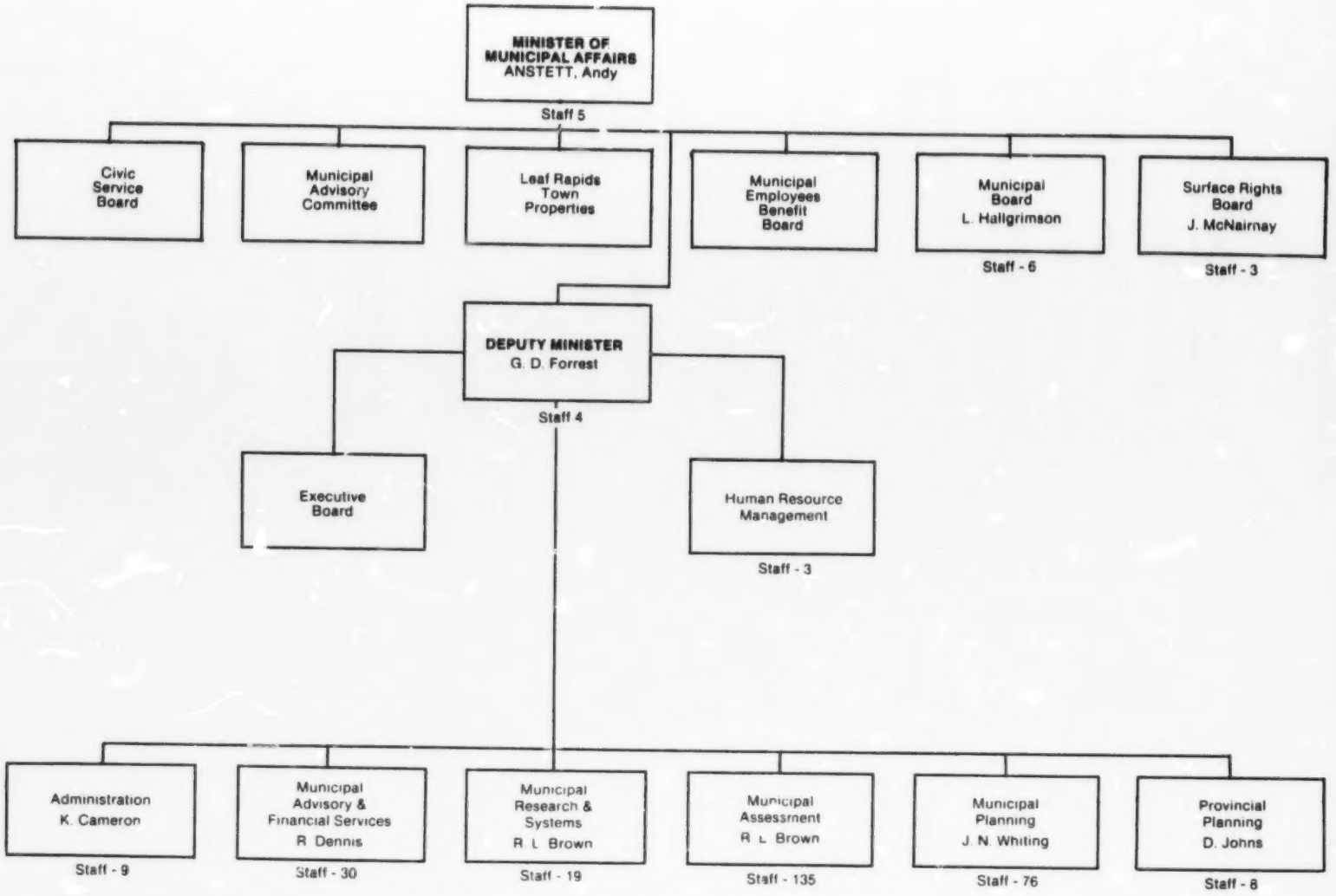
Roles played by the department include those of policy maker, source of professional expertise, liaison officer, regulator and monitor, advisor to and advocate of local government.

Department roles and functions have evolved and will continue to evolve concurrent with the roles and functions of local governments.

Table of Contents

TITLE	PAGE
Organization Chart	8
Report of the Deputy Minister	9
Expenditure Summary	11
Municipal Affairs Branch Reports	
Financial, Communication & Administrative Services	12
Human Resource Management Services	13
Municipal Advisory and Financial Services	14
Municipal Assessment	23
Municipal Planning	28
Provincial Planning	36
Research and Systems	38
Legislation	
Changes in Legislation 1984-85	40
Publications	42
Boards and Committees	43
Municipal Board	
Surface Rights Board	
Municipal Advisory Committee	
Civic Service Board	
Municipal Employees Benefits Board	
Leaf Rapids Town Properties Ltd.	
Manitoba Municipal Affairs Offices	44

Organizational Chart — Manitoba Municipal Affairs



Report of the Deputy Minister

Beginning with the appointment of the first Municipal Commissioner in 1886, and with the enactment of The Municipal Act that same year, the province entered into a partnership with its municipalities. Over the century a dual relationship has evolved, defining the role and functions of Municipal Affairs as those of regulator, to ensure compliance with province-wide standards; and as advocate and advisor to local officials in their policy administration.

Services extended this past century have been evolutionary — from the simple, basic services extended to municipalities through their local governments a hundred years ago to today's highly sophisticated technical and varied public programs and systems. The evolutionary process is constant. It will continue to evolve responsive to municipal needs and conscious of changing economic and social conditions and technologies. Our century of partnership has solidified the bonds between the province, its municipalities, and the organizations which represent local government — the Union of Manitoba Municipalities, the Manitoba Association of Urban Municipalities and the Manitoba Municipal Administrators Association. These relationships are worthy of special recognition. The natural process of growth in emphasis on consultative, cooperative efforts between department staff and municipal officials continues to provide a framework within which Municipal Affairs activities are carried out.

This year municipalities continued to maintain healthy and viable financial positions indicated by audited financial statements which confirm municipal awareness of current economic trends and municipal commitment to sound planning for future growth.

The Village of Napinka was unincorporated this past year. Village population had dropped significantly over the past several decades and independent status was no longer desirable to the citizens of the community. The Village has been absorbed by the surrounding rural municipality.

The department's Main Street Manitoba program continued to grow apace. The province, via Municipal Affairs, entered into formal project agreements with sixteen communities. Under program guidelines, approved public property improvements were co-funded to two-thirds of the projected costs, and business people received one-third to a maximum of $500 per property for storefront renewal projects. Construction is continuing on eight projects whose communities entered into agreements with the province in previous years. Opening ceremonies, celebrating newly-refurbished Main Streets were held in thirteen communities.

Significant progress was made in implementing a seven point assessment reform program announced early in 1985. All farm buildings in Manitoba are now recorded on assessment rolls, giving staff from our Research Branch a full data base from which to work. Researchers are continuing the task of analyzing recommendations of the 1982 Assessment Review (Weir) Committee report to determine their impacts on property classes and individual property taxpayers. The Assessment Branch management reorganization initiated in 1984 was consolidated. Working together, City of Winnipeg assessors and their provincial counterparts, under the direction of the Provincial Municipal Assessor made impressive strides in developing manuals, regulations, and procedures for use province-wide. The Provincial/City of Winnipeg committee developed a standardized property classification system which represents a major step in implementing computerized assessment procedures. The needs analysis phase of computerization has been completed and our Portage la Prairie office chosen as the test site. This phase has identified the data elements and the activities required to mechanically process assessment functions.

A completely rewritten Part III of The Municipal Assessment Act was approved by the Manitoba legislature in 1985. This section of The Act, which deals with the assessment appeal process standardized appeal procedures province-wide and extended appeal Board of Revision membership to non-councillors. The new legislation also extended the appeal process to a higher court. A public information program accompanied the legislative program ensuring that this piece of municipally administered provincial legislation is well understood.

Following a co-operative examination of policing costs, Municipal Affairs, working with municipal organizations introduced a new and more equitable formula for distributing policing expenses and grants.

The department was pleased to extend financial assistance to the three municipalities celebrating centennials this year.

Municipal education and training remained a high priority with Municipal Services Officers continuing to provide in-field consultative and liaison services. Various presentations to municipal organizations and a well-attended seminar for newly appointed municipal secretary-treasurers and administrative staff formed part of our on-going education and training program.

Morris Hay, former Director of Municipal Services retired from a provincial-municipal career characterized by service to Manitoba's municipalities. Prior to joining government, Mr. Hay's involvement with The Manitoba Municipal Administrators' Association led to the introduction of a pension plan for municipal employees. As well, he was instrumental in developing the course materials and the administrative structures for the Four Year Certificate Program in Municipal Administration offered through Continuing Education, University of Manitoba.

Department functions were augmented by the addition of The Surface Rights Board, transferred from Manitoba Energy and Mines this past year. The Board provides a comprehensive procedure to adjudicate the problems which arise between operators and land owners or occupants relating to rights-of-entry to explore for minerals, compensation for surface rights, and maintenance, preservation, and restoration of the land's surface. The Board is chaired by Jack McNairnay, Q.C., former Deputy Minister of Municipal Affairs.

As we enter a new century of partnership, we are pleased to note that this year's activities have been consistent with the tradition of service Municipal Affairs has extended to Manitoba's municipalities. The pages which follow detail the levels and types of services delivered to municipalities in 1985-86.

Expenditure Summary

For the Fiscal year ended March 31, 1986
(with comparative figures for the previous fiscal year)

Program		1985-86($000)	1984-85($000)
13-1A	Minister	19.6	19.6
13-1B	Executive Support	301.8	296.3
13-1C	Personnel Services	95.0	92.0
13-1D	Research	165.2	162.9
13-1E	Financial and Administrative Services	495.7	394.5
	TOTAL (Administration and Finance)	1,077.3	965.3
13-2	Municipal Board	304.5	299.3
13-3	Municipal Advisory and Financial Services	1,283.6	1,274.2
13-3C	Grants-in-lieu of taxes	23,617.4	22,651.0
13-3D	Urban Transit Grants	722.7	701.7
13-3E	Centennial Grants	100.0	100.0
13-3F	Police Services Grants	187.0	187.4
	TOTAL (Municipal Advisory and Financial Services)	25,910.7	24,314.3
13-4	Municipal Assessment	4,508.8	4,546.7
13-5	System Services	1,164.6	865.3
13-6	Municipal Planning Services	2,919.2	2,870.4
13-7	Provincial Planning Services	360.6	354.1
13-8	Surface Rights Board*	134.7	0.0
13-9	Expenditures Realted to Capital Assets		
13-8A1	Main Street Manitoba	3,000.0	1,500.0
13-8A2	Urban Transit Bus Purchase	150.0	150.0
	TOTAL (Capital Expenditures)	3,150.0	1,650.0
13	**DEPARTMENT TOTAL**	**39,530.4**	**36,465.4**

NOTE: *All figures are net actual expenditures which have been rounded to the nearest $100.*

* *Transfer of functions from Manitoba Energy & Mines.*

Financial, Communication and Administrative Services

Branch objectives are to direct the general administrative operations of the department and coordinate financial resources.

Department public information activities are coordinated and prepared by the Branch, and a library which provides full reference services to staff and the general public is maintained.

Soldiers' Taxation Relief By-laws are administered. In the year ending March 31, 1986, $2,740.20 was paid to ten municipalities including the City of Winnipeg.

Human Resource Management

Branch objectives are to provide the department's Executive Board with appropriate recommendations on all aspects of human resource management, to work within Civil Service Commission legislation and policy guidelines, and to ensure long and short term manpower requirements are met within Municipal Affairs.

These objectives are accomplished through recruitment and selection, position classification, performance appraisal, labor relations, manpower planning, staff training and development, and staff counselling.

The new employee orientation program, initiated last year has proved successful and is continuing. The department sponsored Written Communication Workshop, launched in 1985, attracted ninety-seven Municipal Affairs employees to seven sessions held in various regional offices in 1986. A Workplace Safety and Health Committee comprised of staff from Winnipeg and certain regional offices met four times in the past year. Work in identifying workplace and highway travel hazards and correcting these situations has continued. Since the committee was established and workplace safety and health information extended to employees, Worker's Compensation Board claims have dropped.

The Affirmative Action Program, introduced in 1985 is continuing to develop and implement a department wide plan to promote participation, identify career paths for target employees, and recommend measures to redress past actions.

In 1985-86, twenty-five staff were hired or transferred into existing positions.

Municipal Advisory and Financial Services

The Branch provides municipal corporations with consultative and advisory services through regular field calls to municipal offices and through its central administrative structure. The Branch's financial responsibilities extend to developing and maintaining policies and legislation necessary to ensure the financial stability and viability of Manitoba's municipalities in the areas of accounting and auditing, capital borrowing, and grants administration. Major programs administered through the Branch follow.

Advisory Services

Branch staff extended consultative and advisory services in all areas of municipal administration to elected and appointed municipal officials, and to local Government Districts, their Resident Administrators, and their elected councils. The goal of the L.G.D. program is for these provincially supervised local governments to assume full and independent municipal status.

Branch staff investigated and reported on 151 matters of public concern on behalf of the Minister/ Deputy Minister.

Municipal Services officers offered direct consultative service to municipal meetings as follows:

In-field calls		Total Clients Served
Rural Municipalities	320	105
Towns	107	35
Villages	135	40*
Local Government Districts	77	17
Cities	16	4
TOTAL	655	201 Municipalities

* *The Village of Napinka was dissolved January 1, 1986.*

Education

The Branch sponsored and coordinated training and education programs for elected and appointed municipal officials and municipal office staff in 1985-86 as described below.

Program	Total Participants
Presentation to Manitoba Municipal Administrator's Association (M.M.A.A.) Annual Convention	161
Certificate Course in Municipal Administration (four year program co-sponsored by Municipal Affairs, the M.M.A.A., and Continuing Education, University of Manitoba.) 1985-86 Subject Area — Assistance with Organizational Behaviour)*	Enrollment 130 Graduates 29
Municipal Officials Seminar (Co-sponsored by the Branch, the U.M.M., M.A.U.M., and the Agricultural Centre, Brandon)	375
Presentation to various groups: Municipal Council Conflict of Interest	65

* *Participant costs for Education and Training Seminars sponsored by the Branch were fully recovered.*

The annual directory "Municipal Officials of Manitoba 1986" was completed and distributed without charge to municipalities, local government districts, departments of government, crown corporations and others early this year. An additional 317 were sold to the public. The Directory was updated throughout the year. Branch staff continued to develop and maintain the "Municipal Administration Policy and Procedure Manual" for use by municipal secretary-treasurers and L.G.D. administrators.

Liaison

Municipal Advisory and Financial Services Staff continued to function as liaison between municipal governments and other departments/levels of government. In this role, Branch staff served on the following inter-intra governmental committees.

Rail Line Abandonment Committee

Main Street Manitoba Committee

Interdepartmental Committee on Lynn Lake

Churchill Task Force

Advisory Committee for the Certificate Course in Municipal Administration

M.M.A.A. Forms Committee

M.M.A.A. Futures Committee

M.M.A.A. Professional Development Committee

Federal-Provincial Committee on Local Government Information Development

Manitoba Water Services Board

Data Users Planning Committee

Committee to Develop a Central Crown Land Registry

Inter-Departmental Dangerous Goods Committee

Inter-Departmental Committee for the Mobility Disadvantaged

Accounting and Auditing

Branch staff met regularly with municipal officials and administrators and provided assistance in all areas of financial management and municipal accounting.

The Municipal Audit Program is conducted by 32 municipal auditors assigned by the Minister of Municipal Affairs to all municipalities excluding the Cities of Brandon and Winnipeg. Assignments are normally held for five years, then rotated. An attempt is made to avoid assigning auditors to municipalities in which their practice is located. Auditors appointed are either self employed or practice in partnership with other chartered accountants. The Branch annually publishes "Statistical Information Respecting the Municipalities of Manitoba", a compendium of audited financial information.

In 1985, audited financial statements indicate Manitoba municipalities continued to maintain favourable financial positions as indicated by the following statistical information.

Municipal Revenues

Municipal Revenues by major source for 1985 with comparative figures for 1984 were as follows:

Other Revenue* ($000)		General Municipal Tax ($000)		Grants in lieu of Taxes ($000)		Provincial Municipal Tax Sharing ($000)		School Tax ($000)		Total Clients Served	
1984	1985	1984	1985	1984	1985	1984	1985	1984	1985		
13,967.1	15,146.9	44,919.4	47,469.2	3,817.1	4,006.1	5,119.1	5611.6	61,943.0	65,949.1	105	R.M.'s
5,570.3	6,256.8	3,609.7	3,846.7	5,909.1	6,334.3	808.6	878.7	5,745.1	5,937.9	17	L.G.D.'s
2,476.3	3432.6	6,105.4	6,413.6	563.7	599.4	804.3	871.1	4,922.1	5,162.1	40	Villages**
10,190.2	12,191.8	26,855.7	28,174.6	5,157.9	5,474.6	2,815.7	3,045.2	22,069.7	23,260.6	35	Towns
11,636.9	10,351.9	22,211.1	23,107.4	14,322.3	14,586.6	2,277.2	2,456.6	15,703.5	17,038.2	4	Cities
138,063.6	158,599.4	249,659.2	263,691.9	46,036.9	48,800 7	17,818.4	19,219.2	175,615.2	184,542.2		Winnipeg
181,904.4	205,.79.4	353,360.5	372,703.4	75,807.0	79,801.7	29,643.3	32,082.4	285,998.6	301,910.1	202	Total
% Change+ 13.2		+5.5		+5.3		+8.2		+5.6			

* *Licences, permits, fines, sales of goods, rents, return on investments. Local Government Support Grants.*
** *Village of Napinka included.*

Municipal Expenditures

Municipal Expenditures for 1985 with comparative figures for 1984 were as follows:

General Government ($000)		Protection ($000)		Transportation ($000)		Recreation ($000)		Debt Charges ($000)		Other* ($000)		Education ($000)		Total Clients Served	
1984	1985	1984	1985	1984	1985	1984	1985	1984	1985	1984	1985	1984	1985		
12,057.3	12,641.6	2,459.0	3,114.5	28,679.0	31,727.0	2,409.5	2,303 0	1,015.2	1,186.1	17,031.4	17,546.4	63,686.1	67,786.7	105	R.M.'s
4,042.7	4,219.4	895.0	951.5	4,056.2	4,532.0	1,184.6	1,324.4	33.8	61.8	2,557.6	3,217.0	8,590.4	8,868.9	17	L.G.D.'s
2,081.2	2,225.6	1,008.1	1,057.4	2,191.6	2,800.5	542.7	1,064.9	395.7	431.2	2,938.2	3,780.5	5,163.6	5,405.5	40	Villages**
5,921.9	6,302,8	6,507.4	6,870.5	7,953.4	8,523.4	4,774.2	5,242.2	3,835.2	3,701.3	13,196.5	15,454.7	24,465.9	25,746.8	35	Towns
5,424.3	5,877.4	9,191.1	9,729.8	7,637.7	7,757.7	5,473.3	5,853.9	3,928.0	4,101.1	14,153.8	10,788.9	21,267.9	22,853.9	4	Cities
45,538.0	63,123.1	112,069.5	113,359.9	79,320.0	85,055.9	58,272.6	60,001.7	66,560.2	75,344 8	73,540.7	73,015.1	195,213.7	205,831.1		Winnipeg
75,065.4	94,369.9	132,130.1	135,083.6	129,837.9	140,396.5	72,656.9	75,790.1	75,768.1	84,906.3	123,418.2	123,802.6	318,387.6	336,496.9	202	Total
% Change + 25.7		+2.2		+8.1		+4.3		+12.1		+0.3		+5.7			

* *Public Health, Social Welfare, Environmental Planning, Economic Development.*
** *Village of Napinka included.*

Capital Borrowing

A summary of capital borrowings for the calendar year ending December 31, 1985 follows:

Municipal	1985
No. of Applications	60
No. of Municipalities	32
Amount of Borrowing Authorized	$9,401,300.62
Amount of Debentures Issued	$4,832,160.29
School	
No. of Applications*	40
No. of School Divisions	25
Amount of Borrowing Authorized	$7,836,069.00
Amount of Debentures Issued	$8,777,000.00

* *For Capital works initiated by The Public Schools Finance Board and debentures purchased by The Department of Finance of Manitoba.*

* **NOTE:** Municipal data does not include City of Winnipeg.

Municipal debentures issued in 1985 amounted to $4,832,160.29 as indicated above, and were sold as follows:

Debentures	1985
Fiscal Agent Sale	$ 608,760.70
Local Municipal Sales — Public	824,452.09
Municipal Own Reserve Funds	826,777.84
Minister of Finance of Manitoba, on behalf of:	
Manitoba Water Services Board	1,067,415.36
Agricultural Services Centre Agreement	
Manitoba Public Insurance Corporation	904,754.30
	$4,832,160.29

The interest rate concerns of previous years eased considerably returning to the range evident in 1980. The market rates decreased even though a degree of stability was still evident. The rates fluctuated about 2½ percentage points in the range of about 11¼ to 13 5/8% for 20 year term debentures decreasing gradually throughout the year. Obviously, interest rates remain an important point of concern in an economy which is still in an uneasy period of recovery.

Although the amount of debenture sales is down quite markedly, The Minister of Finance remains a prominent purchaser of municipal debentures in 1985. The interest rates for actual purchases made by The Minister of Finance ranged from 12.0% to 12¼%. It is quite evident that the purchases made by The Minister of Finance provide a very valuable service to all municipalities, especially small municipalities with issues of less than $100,000.00. The interest rate established for Manitoba Water Services Board purchases was 12¾% which was lower than the market rate available from the department of Finance early in 1984, and a large number of debentures were therefore sold again to the Manitoba Water Services Board as was the case in 1984.

The Manitoba Water Services Board continued to offer to finance municipal debentures through its loan program of financial assistance for projects done under agreement with it. The interest rate for work completed to December 31, 1985 was set at 12¾%, as mentioned above, and most municipalities opted to use the loan services offered by the Manitoba Water Services Board at that interest rate.

The reduced interest rates in 1985 allowed many municipalities to redeem debentures previously issued to the Manitoba Water Services Board at substantially higher interest rates from 1981 to

1984. The Manitoba Water Services Board had a clause in their agreements with municipalities to allow the municipalities to redeem the debentures at any time and without penalty from the Board. There were 18 such debentures in an amount of $1,923,495.75 redeemed and refinanced with The Minister of Finance of Manitoba on behalf of the Manitoba Public Insurance Corporation or with a municipality's own reserve funds.

Tax Imposition — Tax Collection

Municipal tax imposition and collection indicates the ability and/or willingness of Manitoba's taxpayers to meet the municipal levies promptly and indicate municipal efficiency in collecting taxes. Data collected indicate an overall increase in tax collections to 99.87% as compared to 99.79%. Tax penalties are fixed at 15%.

The following comparative summary illustrates increases in tax imposition and collection for 1982 to 1985.

Increase in Tax Imposition

1983 over 1982 (%)	1984 over 1983 (%)	1985 over 1984 Amount ($)	(%)	Total Clients Served
Actual	Actual	Actual		
5.50	3.53	6,818,213	6.14	105 R.M.'s
9.19	9.36	453,921	4.65	17 L.D.G.'s
6.86	5.73	574,300	4.99	40 Villages
4.29	7.04	2,595,324	5.11	35 Towns
5.28	6.00	24,807,476	5.27	5 Cities
5.32	5.71	35,249,234	5.39	202 Municipalities

Increase in Tax Collection

1983 over 1982 (%)	1984 over 1983 (%)	1985 over 1984 Amount ($)	(%)	
Actual	Actual	Actual		Total Clients Served
7.70	4.63	6,235,009	5.64	105 R.M.'s
7.53	9.50	476,965	4.86	17 L.D.G.'s
8.12	9.67	542,263	4.73	40 Villages
8.10	5.78	2,401,561	4.69	35 Towns
7.99	5.33	26,064,640	5.55	5 Cities
7.95	5.39	35,720,438	5.47	202 Municipalities

Municipal Grants and Payments

Grants and payments were administered through the following programs.

Main Street Manitoba

Under Main Street program guidelines, $3 million was made available to municipalities and business people working together to upgrade the appearance of Manitoba Main Streets. Municipalities were eligible to receive 2/3 funding for approved public property improvements while 1/3 provincial financing to a maximum of $500 per property was paid to business people for approved storefront renovations. Official opening ceremonies were held in the communities listed below. Financial detail displays the total funds dispersed to these communities to the end of 1985-86. The balance of the $3 million was paid to communities and business people whose public and private sector projects were under construction.

Provincial Grants for Public Sector Improvements	Provincial Grants for Private Sector Improvements	Total Clients Served
$120,768	$ 3,358	Town of Altona
167,580	5,177	Town of Boissevain
114,347	5,106	Village of Crystal City
159,762	6,824	Town of Killarney
10,583	3,000	R.M. of La Broquerie (La Broquerie)
110,489	7,436	Town of Melita
278,628	14,666	Town of Morden
53,114	5,874	Village of Notre Dame de Lourdes
336,365	11,006	City of Portage la Prairie
23,161	3,324	R.M. of Shoal Lake (Oakburn)
145,032	5,481	Town of Stonewall
163,871	12,179	Town of Swan River
41,801	3,201	R.M. of Tache (Lorette)

The following municipalities entered into formal agreements with the province for Main Street Manitoba projects in 1985-86.

Rural Municipalities	Villages	Towns	Local Government Districts
Franklin (Dominion City)	Pilot Mount	Altona	Mountain (Mafeking)
Franklin (Ridgeville)	Rossburn	Birtle	
Whitemouth (Elma & Whitemouth)	Ste. Rose du Lac	Carberry	
		Deloraine	
		Killarney	
		Minnedosa	
		Neepawa	
		Teulon	
		The Pas	

Eight communities which had previously entered into project agreements with the province are currently in construction stages of their Main Street renovation projects.

Grants-in-Lieu of Taxes

Grants-in-lieu of taxes were paid to municipal corporations to offset the costs of servicing provincially owned properties which benefit from municipally provided services.

The Province paid grants equivalent to school and municipal taxes on all provincial properties except those exempted. (Unpatented land, public highways, road allowances, provincial waterways, land in provincial parks or recreation areas, community pastures, and land leased to private individuals or companies.)

	1984/85	1985/86	Total Clients Served
Grants Paid	$21,587,700	$22,552,850	6,126 Grant Applications Received
Revenues*	42,300	46,904	
Net Grants Paid	21,545,400	22,505,946**	5,484 Grant Applications Paid

* *Revenue Source: Gimli Industrial Park*

** *Grants-in-lieu have increased because Wildlife Management areas are now eligible and new parcels of land have been registered in the Northern Affairs area.*

Centennial Grants

Centennial Grants of $2.00 per capita, based on Census Canada population figures were paid for approved projects to municipalities to assist with centennial celebrations.

Grants Paid	Total Clients Served
$ 768	Village of Cartwright
1,994	R.M. of Roblin
2,728	R.M. of Thompson
$5,490	3 Municipalities

Urban Transit Grants

Urban Transit Grants are paid to urban centres, other than the City of Winnipeg to assist with the operation of public transit systems. Grants are equivalent to 50% of actual operating deficits. Advances are paid based on the amount of grants paid for the preceding year with adjustment to the actual operating deficit made following the submission of the cities' audited financial statements.

Total Operating Grants	Total Clients Served
$451,183 Regular transit	City of Brandon
38,148 Handi-transit	City of Brandon
83,323 Regular transit	City of Thompson
52,461 Regular transit	City of Flin Flon

Police Services Grants

Police Services Grants provide financial assistance to towns and villages with populations between 750 and 1,500 and to rural municipalities operating municipal police forces. A new police services grants formula was adopted in April of 1985. It is comprised of a policing levy, policing grants and a first-year phase-out subsidy. Under the new formula, municipalities which in the past received free policing services from the province contribute ½mill on their equalized assessment. Municipalities which have a required mill rate higher than the provincial average mill rate receive grants to a maximum of $100,000. The required mill rate is calculated by subtracting the urban services supplement from actual policing costs. (The urban services supplement is paid to Manitoba's urban municipalities as part of the Provincial-Municipal Tax Sharing Payment Program). The actual mill rate is calculated based on equalized assessment. A phase-out subsidy guaranteeing no financial loss

is incurred by municipalities whose 1985-86 grant was less than the grant received in 1984-85 was made to municipalities currently eligible for police grants.

Grants Paid	Total Clients Served
$ 38,409	12 Rural Municipalities
340,986	13 Towns
119,131	13 Villages
4,547	1 Local Government District
133,548	3 Cities
$636,621*	42 Municipalities

* *Of this total sum, $114,421 was paid in first year phase-out subsidies.*

Provincial Municipal Tax Sharing Payments

Provincial Municipal Tax Sharing Payments allocate 2.2 points of personal income tax and 1.0% of corporate taxable income to municipalities under provisions of The Provincial-Municipal Tax Sharing Act. Payments, calculated by the Municipal Advisory and Financial Services Branch and updated to reflect boundary changes are paid by Manitoba Finance. Payments are based on 1981 census population data and paid to municipalities in July of each year. A basic per capita payment of $28.35 is paid to all organized municipalities and to the Minister of Northern Affairs on behalf of unorganized territory. An urban services supplement is paid to cities, towns, villages and four urban local government districts. This is distributed at $4.25 per capita for centres up to 5,000 population and $5.95 to centres whose populations exceed 5,000. In the past year, urban services supplements increased by 50¢ and 70¢ respectively. Comparative payments for 1984 and 1985 follow.

Population*	1984	1985	Total Clients Served
197,899	$ 5,119,144	$ 5,611,599	Rural Municipalities
26,720	804,272	871,072	Villages
91,450	2,815,749	3,045,156	Towns
30,026	808,572	878,651	Local Government Districts
631,937	20,095,597	21,675,748	Cities
38,396	1,017,973	1,103,581	Manitoba Northern Affairs
1,016,968*	$30,661,307	$33,185,807	202 municipalities and Unorganized Northern Communities

* *Population and payments are calculated excluding military personnel.*

Local Government General Support Grants

Local Government General Support Grants are paid to local governments to allow them to fulfill obligations under the Levy for Health and Post-Secondary Education without resorting to program or service cutbacks or to property tax increases. Applications were forwarded to and completed by all eligible municipalities and unincorporated village districts. Grant entitlement was based on 1.55% of 1984 "Net Payroll Costs" or total earnings before deductions. (This includes wages and salaries, taxable benefits and allowances, and commissions and bonuses).

Grants Paid	Total Clients Served
$212,186.84	105 Rural Municipalities
201,792.10	35 Towns
35,876.50	40 Villages
64,245.80	17 Local Government Districts
294,603.55	4 Cities
1,193.68	6 Unincorporated Village Districts
$809,898.47	201 Municipalities and 6 Unincorporated Village Districts

Transit Bus Purchase Grants

Transit Bus Purchase Grants assist municipalities (excluding Winnipeg) with the costs of purchasing regular or handi-transit buses for municipally owned transit systems. Grants equal 50% of the net cost (including provincial sales tax) of transit bus purchases.

Grants Paid	Total Clients Served
$ 67,204	City of Brandon Regular Transit

Catalogue of Grants Available to Municipalities

The catalogue lists all grants from all provincial government departments which are available to municipal governments in Manitoba. Close to 1,000 catalogues were distributed to municipalities and interested parties this year.

Data Processing

Two major computerization programs which assist Manitoba municipalities and property owners are administered through this Branch.

Water Billing Program

The Branch provides a computerized water billing system to 62 units in a total of 55 towns, villages and rural municipalities. Costs are recovered from the municipalities using the service.

The Manitoba Resident Homeowners' Tax Assistance and Pensioners' School Tax Assistance Program

The Resident Homeowners' Tax Assistance Program is maintained and updated mainly by department computer facilities. In addition to data processing applications for over 197,000 owner-occupied single-family dwelling units, another 2,901 applications were processed manually.

Ten thousand, seven hundred and nineteen applications for the Pensioners' School Tax Assistance Program were manually processed.

Applications for the two programs are processed for all Manitoba municipalities including the City of Winnipeg and unorganized communities in Northern Manitoba.

Computer Accounting System for Municipalities

The pilot project, initiated in 1984 and sponsored by the Branch, the Manitoba Municipal Administrators Association, Manitoba Telephone, and Cybershare Ltd. wound down this year. Reports were sent to municipal corporations advising them of project results and the possible options available to them regarding conversion of daily and monthly functions from manual to automated procedures.

Municipal Assessment

The Branch provides full assessment services to all local governments in the Province except for the City of Winnipeg and certain unorganized territories in Northern Manitoba. Services are directed by the Provincial Municipal Assessor in Winnipeg and carried out by staff working from ten District offices across the province.

Costs of the municipal portion of the assessment program are recovered from municipal sources. Costs associated with services unrelated to the municipal assessment program such as the costs of preparing equalized and balanced assessment and the costs of research, staff training and education, and special projects requested by government are born by the Province.

This year significant progress was made in standardizing property classifications which is a major step in implementing a computerized assessment system. Close liaison with the City of Winnipeg assessment division through various committees formed under the direction of the Provincial Municipal Assessor is leading to standardized province-wide assessment procedures. A completely rewritten Part III of The Municipal Assessment Act, which deals with the Assessment complaint process was introduced into the Legislature and approved. This provincial legislation is administered locally. To ensure local officials and community members who sit on Boards of Revision hear assessment complaints, and effectively and judiciously administer the process, a comprehensive education program was introduced. District assessors conducted training sessions for officials and Board members for all 200 Manitoba municipalities outside Winnipeg.

Assessment services are extended through the following major programs.

Assessment Maintenance

The maintenance program annually revises and updates such records as property descriptions and address changes, real owners and lessees, and all ownership changes. In the 1985 calendar year, over 83,000 changes were made to assessment rolls. In the same year, over 26,000 Land Titles notifications and over 2,000 notifications from the Lands Branch and Parks Branch were processed. Properties added to assessment and taxation rolls are displayed below.

Number of Properties	Real Property	Business Property	Personal Property	Total
1985	8,120	1,008	251	9,379
Value of Additions	$29,361,050	$2,458,310	$2,302,800	$34,122,160

Boards of Revision were held in each municipality to revise real property, business and personal property assessment rolls. Complaints and appeals were as follows:

Assessment Complaints and Appeals		Total Clients Served
Board of Revision*	1861	**201 Municipalities & Unorganized Northern Communities
Municipal Board	80	
Court of Queen's Bench	10	

* *This figure does not include appeals lodged by the assessor*

** *The Village of Napinka is included in this figure.*

General Reassessment

The level of value at which property is assessed has remained essentially unchanged since 1979 when the Branch established a policy to assess at 20% of 1975 market value. This percentage figure and base year is used to ensure assessments can be compared between individual properties regardless of the year in which a general reassessment was carried out. Since 1975, property values have increased. As a result, assessed values represent a small percentage of the actual present day value. General reassessments were carried out in the following municipalities in 1985 for 1986 taxation purposes.

Municipal Reassessment	Total Clients Served Roll Entries
Rural Municipalities — 17	
Bifrost	3,000
Cornwallis	1,547
Glenella	1,027
Hamiota*	80
Harrison	1,564
Lorne*	384
Louise*	360
Montcalm*	233
Ochre River*	1,536
Pembina*	503
St. Laurent	2,344
Ste. Rose	1,346
Shoal Lake*	19
Springfield (part)	400
Turtle Mountain	1,938
Whitehead*	290
Whitewater	1,278
Towns— 7	
Carman	1,292
Grandview	670
Hartney	427
Killarney	1,554
Morris	1,118
Rivers	683
Roblin	1,049
Villages — 8	
Erickson	366
Garson	212
Gilbert Plains	549
Lac du Bonnet	208
McCreary	434
Powerview	141
Rossburn	474
Treherne	504
Local Government Districts — 2	
Grahamdale	5,004
Pinawa	871
Total Clients Served 34 Municipalities	33,405 Roll Entries

* *Farm buildings only*

Reassessments were started but not completed in the following municipalities

Municipal Reassessment	Roll Entries	Percent Complete
Rural Municipalities — 3		
Arthur	1,738	10%
Brenda	1,572	50%
Edward	1,598	35%
Towns — 4		
Russell	991	5%
Steinbach	2,960	5%
Swan River	2,113	97%
Winkler	2,587	10%
Villages — 2		
Glenboro	448	36%
Wawanesa	282	16%
Cities — 1		
Thompson	3,580	90%
Local Government Districts — 1		
Alexander	3,500	51%
Total Clients Served 11 Municipalities		

Total Taxable Assessment

in 1985 the total taxable assessment for the province, excluding the City of Winnipeg was:

Total Clients Served	($000)	Total Taxable	Roll Entries
105 Rural Municipalities	Real Property	820,777	220,770
	Business Property	10,935	
	Personal Property	13,851	
35 Towns	Real Property	278,662	48,637
	Business Property	15,388	
	Personal Property	9,226	
40 Villages	Real Property	64,892	18,170
	Business Property	2,744	
	Personal Property	450	
4 Cities	Real Property	219,078	25,109
	Business Property	15,710	
	Personal Property	2,712	
17 L.G.D.'s	Real Property	68,056	44,869
	Business Property	1,534	
	Personal Property	2,224	
Northern Manitoba	Real Property	7,975	9,161
	Business Property	304	
	Personal Property	38	
201 Municipalities & Unorganized Northern Communities	TOTAL	$1,534,556	366,716

Equalized Assessment

Legislation was enacted in 1983 (Section 13/3.1, The Municipal Assessment Act) which "froze" the 1984 and subsequent years' equalized assessments in the province at their 1983 amounts. The only adjustments that will be permitted are those changes which are specified under Section 5 of "An Act Respecting the Assessment of Property for Taxation".

Equalized assessment figures for the province including the City of Winnipeg are:

	1985	1986	% Change	Total Clients Served
Rural Municipalities	741,911,860	753,985,690	1.63	105
Towns	266,911,340	273,167,750	2.34	35
Villages	57,129,850	58,376,630	2.18	39
Cities (Except Winnipeg)	212,159,860	216,826,640	2.20	4
Local Government Districts	74,852,740	77,070,630	2.96	17
Northern Manitoba	13,742,370	14,312,640	4.15	
Winnipeg	1,969,970,310	2,007,191,830	1.89	1
TOTAL	3,336,678,330	3,400,931,810	1.93	201 Municipalities and Unorganized Northern Communities

Balanced Assessment

The balanced assessment is calculated under provisions of The Public Schools Act and forms the basis for the calculation of school levies.

Assessment Reform

Significant strides were made in implementing the comprehensive seven point assessment reform program introduced in 1984.

Assessment Rolls — A complete data base of all Manitoba property is necessary so that researchers can study reform impacts. Farm buildings, which are often exempt from taxation had, in the past, been added to assessment rolls only as time and manpower permitted. By the end of 1985, all farm buildings in Manitoba had been added to assessment rolls. Over 7,600 farm buildings were added in 1985.

Branch Reorganization — Branch management reorganization initiated in 1984 was consolidated. Staff specialists in Land and Property classifications and in Property Improvements continued work on developing new assessment manuals which are to be introduced province-wide. The Systems and Education co-ordinator continued an evaluation and revision of the training and education program for assessment officers and clerks and worked with systems specialists to define data and forms required for a computerized assessment system.

Uniform Procedures — Formally structured committees, under the direction of the Provincial Municipal Assessor and comprised of provincial and City of Winnipeg assessors continued work on standardizing assessment practices, manuals and regulations.

Computerization — The needs analysis phase, necessary to determine the data elements and activities required for computerization has been completed and the Portage la Prairie assessment office has been chosen as the site for testing the new computerized Assessment System being developed for the Province of Manitoba.

Early this year, assessors from the Department of Municipal Affairs started manually reassessing all property in the City of Portage la Prairie.

Once the manual operation is complete, computer terminals will be installed in the Portage Office and the physical data will be entered in order that all farm and residential properties can be assessed electronically.

The design is in its initial stages but the Department is hopeful that by the latter part of 1986 testing can begin. The areas of the system to be tested will be the Data Entry and Capture Systems, the Land and Building Valuation Systems and the Sales Analysis System.

The Data Entry and Capture System consists of programs designed to record all of the pertinent data relevent to valuing property and producing assessment and tax rolls. This is an extremely important part of the process as all present and future programs will hinge on the information included in the data bank.

The Land and Building Valuation Systems are programs designed to place current values on all of the different types of land and buildings in the province. These systems will be tested to ensure that all of the different types of land and buildings are valued in the proper relationship.

The Sales Analysis System consists of programs that will provide statistical reports comparing assessment values to market value. This process will allow assessors to constantly monitor the valuation process to ensure consistency and uniformity between the different classes of property.

Upon positive completion of the testing phase, steps will be taken to automate the remainder of the Portage Assessment District.

Research — The Research Branch is continuing its study of The Manitoba Assessment Review (Weir) Committee recommendations to determine impacts on property taxpayers.

Legislation — A major legislative reform package was introduced into the 1985 Legislative Session and approved. Part III of The Municipal Assessment Act, which deals with the assessment appeal process was completely rewritten. See section on legislation for details.

Public Information — Provincial legislation introduced and approved in 1985 is administered at the local level through elected and community members appointed to Boards of Revision who hear complaints against property assessments. The Branch initiated a comprehensive education program for Board members in 200 municipalities. District Assessors conducted training sessions. Education program components included a video presentation titled "Manitoba Assessment: Boards of Revision", an accompanying guidebook, and a new pamphlet in the assessment series titled, "The Appeal Process: Reform!" As well, a new pamphlet "Assessment and Taxation: Different Yet Related" was distributed. The pamphlet series is available in both French and English.

Municipal Planning

The Branch provides planning advisory services to Planning Districts on an ongoing basis, to municipalities on a project basis, and to Northern Communities at the request of the Minister of Northern Affairs. Professional Planning service in reviewing and processing applications to subdivide land are extended to Planning District Boards and to all municipal councils. Branch staff will undertake special projects at the request of municipal councils or Planning District Boards dependent on staff resources. Professional assistance is extended to other government departments should land use planning expertise be required.

The service is provided by professional land use planners and technical support staff located in nine Manitoba communities. Decentralized service is backed up by a Winnipeg based team with specialization in urban and rural planning, zoning and development control, and technical support services. Planning Advisory Service is extended through the following major programs.

Planning Advisory Service to Planning Districts

The Planning District concept was introduced through The Planning Act of 1976. The Act encourages the transfer of land use decision making from the province to local governments. Two or more municipalities are encouraged to join together to direct District growth and solve common problems through a Board comprised of elected officials from member municipalities. By March 31, 1986, 65 municipalities had joined to form 24 Districts.

The Act requires background studies which detail District resources be prepared. These studies provide the basic information upon which a District Development Plan is built. The formal plan then sets forth the policy of the local authorities over the land uses within its jurisdiction.

The Act requires the Development Plan not conflict with Provincial Land Use Policies, which have been formally adopted by the province and which have been designed to protect Manitoba's economic and environmental land use base. The Plan is reviewed at the local and provincial levels and is approved by order-in-council and implemented by a zoning by-law adopted by local municipal councils. Public participation is essential to the process which also provides for appeal procedures. The final step in the process provides for the transfer of approving authority for plans of subdivision from the Minister of Municipal Affairs to the Planning District Board.

Decisions made by Planning District Boards regarding subdivision may be appealed to The Municipal Board for resolution by the applicant or by the Minister of Municipal Affairs.

To encourage the formation of Planning Districts, the province has developed a two-phase cost shared planning program.

Costs of preparing the required Development Plan are shared on a 50/50 basis to a District maximum of $1 per $1,000 equalized assessment over the entire District with the province funding any shortfall. The provincial share is usually provided in professional planning staff time.

The second program, Continuing Planning Advisory Service to District Boards and member municipalities is described and provided under agreement between the Minister of Municipal Affairs and District Boards with the province bearing all ongoing costs.

In 1985-86, Continuing Planning Advisory Service to Planning Districts exceeded 19,497 staff hours, or 10.5 staff years.

This year, provincial assistance in preparing Development Plans was extended to the following Planning Districts.

Grants Paid	Staff Time	Planning Districts
$ 5,417	$30,785	Souris-Glenwood
$11,627		Russell-Binscarth*

** District was formed in 1984. Amounts displayed indicate grants paid in the 1985-86 fiscal year.*

Planning Advisory Service to Municipalities

The province recognizes it may not be possible for some municipalities to join with their neighbouring local governments in Planning Districts. In these cases, the province still provides assistance to individual municipal corporations in preparing Development Plans and other related planning projects.

In these circumstances, the province enters into agreements with municipalities to provide planning service on a project basis. Municipal costs equal 1 mill of equalized assessment. The balance is equally cost shared with the province whose share is mostly provided in staff hours. The availability of planning assistance to municipalities is dependent on staff and financial resources.

The following illustrates the major projects in progress and completed by field office personnel in nine communities under Planning District and Municipality programs in 1985-86.

Major Projects	Total Clients Served
Development Plans and Basic Planning Statements	73
Zoning By-law Preparation and Amendments	196
Updates and revisions to existing Mapping*	1501
New Mapping Projects**	1071

* *Base maps, land use maps, property ownership maps, zoning maps, special projects, miscellaneous.*

** *Base maps, land use maps, property ownership maps, zoning by-law maps, development plan and basic planning statement maps, resource maps, presentations, graphs and charts, miscellaneous.*

The status of land use planning in Planning Districts and municipalities as of March 31, 1986 follows.

Status of Planning Programs in Planning Districts

District	Planning Scheme		Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Cypress					•		
Carberry, Town							•
Glenboro, Village							•
North Cypress, R.M.							•
South Cypress, R.M.							•
Selkirk and District					•		
Selkirk, Town	•					•	
St. Andrews, R.M.	•					•	
St. Clements, R.M.	•					•	
Brokenhead River					•		
Beausejour, Town							•
Garson, Village							•
Brokenhead, R.M.							•
M.S.T.W.					•		
Morden, Town							•
Winkler, Town							•
Stanley, R.M.							•
Thompson, R.M.							•
Thompson					•		
Thompson, City							•
Mystery Lake, L.G.D.							•

Status of Planning Programs in Planning Districts

District	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Western Interlake					•		
Coldwell, R.M.						•	
St. Laurent, R.M.						•	
Siglunes, R.M.						•	
Neepawa and Area					•		
Neepawa, Town	•					•	
Langford, R.M.	•					•	
Rosedale, R.M.						•	
South Interlake					•		*
Stonewall, Town	•					•	
Teulon, Village						•	
Rockwood, R.M.							•
Rosser, R.M.							•
South Riding Mtn.					•		
Erickson, Village						•	
Clanwilliam, R.M.						•	
Harrison, R.M.	•					•	
Strathclair, R.M.						•	
Park, L.G.D.	•					•	
Brandon and Area					•		
Brandon, City							*
Cornwallis, R.M.	•					•	
Elton, R.M.	•					•	
East Interlake				•			
Gimli, Town	•					•	
Arborg, Village	•					•	
Riverton, Village							•
Bifrost, R.M.	•					•	
Gimli, R.M.	•					•	
Nor-Mac				•			
MacGregor, Village	•					•	
North Norfolk, R.M.	•					•	
Killarney Area					•		
Killarney, Town	•					•	
Turtle Mtn., R.M.	•					•	
Boyne				•			
Carman, Town	•					•	
Dufferin, R.M.						•	

* *Interim Development Control*

Status of Planning Programs in Planning Districts

District	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Lac du Bonnet				•			
Lac du Bonnet, V.	•					•	
Lac du Bonnet, R.M.	•					•	
Winnipeg River				•			
Powerview, Village	•					•	
Alexander, L.G.D.	•						
Roblin				•			
Roblin, Town	•					•	
Shell River, R.M.	•						
Morton-Boissevain		•		•			
Boissevain, Town						•	
Morton, R.M.						•	
MacDonald-Ritchot				•			
Macdonald, R.M.	•	•				•	
Ritchot, R.M.	•	•					
Roblin-Cartwright				•			
Cartwright, Village						•	
Roblin, R.M.	•					•	
Virden-Wallace				•			
Virden, Town	•					•	
Wallace, R.M.	•					•	
Russell-Binscarth				•			
Russell, Town			•				
Binscarth, Village							
Russell, R.M.							
Souris-Glenwood				•			
Souris, Town	•						
Glenwood, R.M.	•						

Status of Planning Programs in Municipalities

Municipality	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Cities							
Flin Flon					•		•
Portage la Prairie					•		•
Towns							
Altona	•			•		•	
Birtle				•		•	
Dauphin					•		•
Deloraine				•		•	
Emerson		•				•	
Grandview	•						
Hartney	•						
Leaf Rapids	•						
Melita	•						
Minnedosa	•						
Morris	•						
Rivers	•						
Snow Lake	•						
Steinbach	•			•		•	
Swan River	•				•		•
The Pas					•		•
Winnipeg Beach	•						
Villages							
Benito	•						
Dunnottar			•				•
Hamiota	•						
Niverville			•				•
Notre Dame	•						
Plum Coulee	•						
Ste. Anne	•			•		•	
St. Claude	•						
St. Lazare	•						
St. Pierre	•						
Ste. Rose du Lac		•					
Shoal Lake	•						
Somerset	•						
Treherne					•		•
Wawanesa					•	•	
Winnipegosis	•						
R.M.'s							
Archie			•				•
Argyle	•						
Birtle				•		•	
Cartier		•					•
Daly	•						
Dauphin			•				•
De Salaberry			•				•
Ericksdale	•						

Status of Planning Programs in Municipalities

Municipality	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Franklin	•			•		•	
Hanover			•				•
La Broquerie	•	•				•	
Lawrence	•						
Louise				•		•	
Miniota		•				•	
Montcalm	•						
Morris	•						
Mossey River			•				•
Oakland		•					
Ochre River	•						
Odanah	•						
Portage la Prairie	•				•		•
Rhineland					•		•
Riverside	•						
Roland			•				•
St. Francois Xavier	•						
St. Rose		•				•	
Shellmouth	•						
Sifton	•						
Silver Creek	•						
Springfield	•				•	•	
Strathcona	•						
Swan River	•			•		*	
Tache	•			•		•	
Victoria	•						
Victoria Beach	•						
Whitehead			•				•
Whitemouth	•						
Whitewater	•						
Winchester	•						
Woodlands	•	•				•	
Woodworth	•						
L.G.D.'s							
Alonsa	•						
Churchill			•				•
Consol							
The Pas Area			•				•
Cranberry Portage			•				•
Wanless			•			•	
Fisher	•						
Gillam					•		•
Grand Rapids			•				•
Lynn Lake	•						
Mountain	•						
Pinawa	•						
Stuartburn	•						

* *Interim Development Control*

Planning Advisory Service to Remote and Northern Communities

Planning Advisory Service is provided to northern communities upon the request of the Minister of Northern Affairs. Professional expertise is extended in preparing community (townsite) development plans, subdivision designs for new housing developments, organization of existing land occupancy, infilling and infrastructure development of an economic or municipal nature.

The Minister of Northern Affairs and community councils are assisted with the administration of Part IX of The Planning Act which applies to Northern Manitoba. All costs associated with the Northern Planning Program are recovered under provisions of the Canada/Manitoba Northlands Agreement. The status of planning advisory service to northern communities is illustrated below.

Community	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Bissett			•			•	*
Manigotogan			•				*
Stevenson Island		•					
Wabowden	•	•					
Moose Lake	•						
Sherridon	*						
Cormorant	•						

* *Interim Control*

Planning Advisory Service in Reviewing and Processing Subdivision Applications

All applications to subdivide land are reviewed to ensure compatibility with local land use plans and with Provincial Land Use Policies and are processed on behalf of local governments. This year, branch staff received 1,223 new applications to subdivide. Applications which may conflict with Provincial Land Use Policies are forwarded to the Provincial Planning Branch for review on behalf of the province. Detailed statistics showing subdivision activity are found in the Provincial Planning Branch section of this report.

Planning Advisory Service Special Projects

Main Street Manitoba*

Municipal Planning Branch field office staff, supported by the Winnipeg based urban planning section have discussed Main Street Manitoba design options with municipal officials in all Manitoba communities which have expressed interest in downtown revitalization.

In 1985-86, Branch staff, under the direction of and at the request of local governments designed Main Street streetscapes for the following communities.**

Rural Municipalities	Villages	Towns	Local Government District
Silver Creek (Angusville)	Ste. Rose du Lac	Beausejour	Mountain (Mafeking)
Tache (Landmark)	Winnipegosis	Carberry	
		Deloraine	
		Pilot Mound	
TOTAL CLIENTS SERVED			9 Municipalities

* *Grants paid to municipalities under Main Street Manitoba Program guidelines are included in the Municipal Advisory and Financial Services section of this report.*

** *Some staff hours were provided by a landscape architect hired under the S.T.E.P. program.*

Other Projects

In 1985-86, 380 special projects were prepared by Branch staff at the request of and under the direction of Planning District Boards and municipal councils. These included Development Plan amendments; zoning-by-law amendments, Planning Scheme amendments; subdivision design/development; commercial/industrial studies; park, playground, and campground design; recreation studies; boundary studies; highway relocation studies. Three projects were prepared on behalf of the province.

Planning Advisory Service to Other Government Departments

Professional land use planning advice was provided to other government departments and agencies at their request.

Representation on inter/intra governmental committees ensures that the best possible advice on land use planning issues was extended to local governments while, at the same time, municipal opinion was represented and forwarded to committee membership.

Municipal Planning Branch staff served on the following continuing interdepartmental committees and boards.

Main Street Manitoba Committee
Manitoba Soil Survey Advisory Board
Interdepartmental Planning Board
Regional Land Use Committee
BLOC Planning Committees
Provincial Land Use Policies Review
Education Committee — Building Standards Board
Flood Damage Reduction Program Steering Committee
Emergency Measures Organization
Northern Housing Task Force
Lee River Study Committee
Interdepartmental Committee on Aerial Photography
Licencing Advisory Committee
Livestock Waste Management Committee
Livestock Waste Management Technical Advisory Committee
Task Force on Road Network Planning
Technical Advisory Committee on Pits and Quarries Regulations

Provincial Planning

The Branch provides analytical advice and administrative support to the Interdepartmental Planning Board, a clearing house for the approval of municipal and provincial plans and projects; and to the Provincial Land Use Committee of Cabinet, a ministerial committee which provides policy direction in the management of the Province's land resource.

The Provincial Planning Branch administers Part II of the Planning Act which refers to the duties of the Minister in developing and monitoring Provincial Land Use Policies, and Part IV which refers to approval of subdivisions.

Land Use Policies

Land Use Policies were approved by Order-in-Council in 1980 after two and half years of public review. The 13 Policies apply to all land in the Province with the exception of Crown Land, land under the jurisdiction of the City of Winnipeg, and land covered by a municipal or District development plan.

The policies provide a basis for the preparation of municipal and District development plans and guide the review of applications to subdivide land.

During 1985/86, branch staff coordinated the provincial review of four plans and basic planning statements to ensure that provincial interests were taken into account. Those receiving approval were:

Eastern Interlake Planning District
R. M. of Swan River
Nor-Mac Planning District
Village of Ste. Anne

In addition, the Branch reviewed two dozen amendments to plans.

Applications to Subdivide

In exercising its responsibilities under part VI of The Planning Act, the Branch becomes directly involved in about 10% of all subdivision applications. This percentage represents those instances in which a provincial land use concern has been raised.

The Branch works with the applicant, councils, and government departments in an attempt to arrive at an acceptable solution. If a solution cannot be found, the subdivision is rejected by the Branch on behalf of the Minister.

If this decision is appealed to the Municipal Board, the Branch is responsible for representing provincial interests at the hearing. In 1985/86 151 applications were dealt with by the Branch.

The Branch's responsibility under The Act also includes compiling statistics on subdivision applications. Applications were as follows:

In Process Start of Period	Received	Approved	Approved Lots	Rejected By: Local Council	Rejected By: Approving Authority	Rejected By: Municipal Board	Closed	In Process End of Period
1729	1223	825	2084	100	13	3	125	1886

Special Projects

As advisors to the Interdepartmental Planning Board and the Provincial Land Use Committee of Cabinet, staff participated or represented provincial interests in several dozen projects.

The following represents a sampling of the major projects studied.

- Potash Mine Environmental and Socio-economic Impact Assessment

  Canamax Resources Inc. has proposed development of a potash mine near Russell. In conjunction with the Manitoba Environmental Assessment and Review Agency, Provincial Planning Branch has developed impact assessment guidelines to be followed by the proponent. The Branch chairs an interdepartmental advisory committee and assists with liaison between Canamax and local interests.

- Letellier — St. Leon Transmission Line

  Manitoba Hydro will be constructing a new 230 kV transmission line from Letellier to St. Leon in order to provide additional, and more reliable, power to the Morden-Winkler area. The Branch chaired an advisory committee that assisted Hydro in conducting a routing study as required by the Interdepartmental Planning Board.

- Springhill Farms Hog Processing Plant

  Springhill Farms Ltd. proposed to build a large-scale hog processing plant in Neepawa capable of processing several thousand head of hogs per day. Since a plant of this size would have substantial water requirements and effluent, the Branch coordinated the efforts of several departments, the Town, and Springhill Farms to find a site that best protected the community from pollution and land use problems.

Branch staff represented provincial interest on several ad hoc and standing committees such as:

Crown Lands Classification Committee
Soil Survey Advisory Committee
Conservation Districts Commission

Research and Systems

The Branch provides the Department with the capacity for both reviewing and developing provincial/municipal programs and policy options. It also provides data processing and systems analysis services to internal and external users.

Research Activities

Research staff provided comprehensive recommendations on a variety of municipal issues to the Department Executive to support effective policy formulation, decision-making and implementation.

The following represents a sampling of major projects undertaken.

Assessment Reform

An ongoing research and review process is well under way towards assessment reform. As key participants in this process, research staff analysed several of the Weir Committee's recommendations including:

Statutory rates for railroad right-of-way property and pipelines.

An examination of alternative methods for assessing and taxing statutory properties was undertaken with a view to adjusting obsolete statutory rates to reflect changes in value that have occurred in all other properties. The results of this study are currently under review.

A two-tiered assessment system for farmland.

A two-tiered assessment system for farmland influenced by urban and recreational factors was proposed to encourage the agricultural use of these lands. An evaluation of the actual impact on farm property assessments and taxes of this proposal was undertaken to determine whether specific changes to the legislation are necessary. The results of this evaluation are currently under review.

Property classification and portioning system

The Weir Committee recommended the establishment of a classification system for all properties and the "portions" of value of each class of property to be used for taxation purposes. An initial definition of nine distinct property classes and the coding of all properties under the provincial assessment jurisdiction into these classes has been completed. This information is now being used to develop the prescribed "portions" of value for taxation purposes.

Staff also assisted in the drafting of Bill 83, An Act to amend The Municipal Assessment Act and Various Other Acts of the Legislature. The Bill provided a uniform, revised and simplified process for assessment appeals. These amendments became law on July 11, 1985.

Municipal Police Financing

A new formula for the distribution of policing costs and grants was finalized and introduced this fiscal year. It consists of a policing levy on all municipalities currently receiving free services, policing grants payable to each municipality whose policing mill rate exceeds the provincial average to a maximum of $100,000 and a first year phase-out subsidy to ensure municipalities previously receiving grants suffer no financial loss in the first year.

Data Processing Activities

Data processing staff provided the following services to both municipal corporations and other Branches.

Data Processing Programs	Total Clients Serviced***
Assessment and Taxation Rolls*	201 municipalities
Tax Statements*	199 municipalities
Resident Homeowner's Tax Credit Program**	202 municipalities
Pensioners' School Tax Assistance Program**	202 municipalities
Water Billings*	56 municipalities
Public Works Equipment Analysis*	1 municipality
Assessment Notices*	201 municipalities
Court of Revision Notices*	201 municipalities

* *Costs were recovered from Municipal sources.*
** *Program is administered through the Municipal Advisory and Financial Services Branch.*
*** *Includes Village of Napinka.*

Systems Development Activities

Systems development staff provided the expertise for the development of new computerized information systems for reporting and evaluation purposes. Project involvement included:

Computerized Assessment System

The task of developing a computerized process for assessment consists of four basic phases. Systems staff have completed the first phase of the project which was the needs analysis. This critical step involved review, revision and definition analysis to form the new system.

Staff are now undertaking the second phase in the process consisting of system design. The parameters resulting from the needs analysis will be conceptually linked to form technical specifications. These specifications will all be tested to ensure that the system will perform appropriately.

Other Systems

Computerized systems developed at the request of the various Branches consisted of an inventory of leased office and computer equipment for the Administration Branch, a time and costing summary of planning jobs for the Municipal Planning Branch and amortization schedules of debenture borrowings for the Municipal Advisory and Financial Services Branch.

Systems staff also participated in the development of a municipal data base system with the Municipal Advisory and Financial Services Branch.

Legislation

Legislation Administered by the Department	R.S.M. 1970 Chapter
Assessment of Property for Taxation in Municipalities in 1981 and 1982	
Local Authorities Election Act	L180
Local Government Districts Act	L190
Municipal Act (except Sections 295 to 306)	M225
Municipal Assessment Act	M226
Municipal Affairs Administration Act	M230
Municipal Board Act	M240
Municipal Boundaries Act	M250
Municipal Council Conflict of Interest Act	M255
Municipal Debt Adjustment Act	M260
Municipal Works Assistance Act — 1964	
Official Time Act	O20
Planning Act (except in relation to Northern Manitoba, those provisions of The Act that by Order-in-Council No. 1245/76 are declared to apply mutatis mutandis to Northern Manitoba)	P80
Soldiers Taxation Relief Act	S180
Surface Rights Act	S235
Unconditional Grants Act	U10

Copies of these Acts are available from:

The Queen's Printer
200 Vaughan Street
Winnipeg, Manitoba
R3C 1T5
Ph: 945-3012

1. Changes in Legislation

The Municipal Boundaries Act:

In the past, legal descriptions for each municipal boundary were contained in statute law. This meant that when boundary alterations were made, it was necessary to wait for the next session of the legislature to make the statutory adjustment. Amendments allow for legal descriptions to be incorporated in regulations. Ultimately each municipality will have a specific regulation outlining the existing legal description. Amendments to the Act deal with legal descriptions of municipal boundaries. Existing mechanisms for altering boundaries through provisions contained in The Municipal Act, or in cases through special legislation remain in place.

The Municipal Act:

Assented to July 11, 1985. Amendments correct technical references or update references to branches or agencies.

Section 22(2) — Reference to letters patent is extended to include the additions clause dealing with "unorganized territory".

Section 41(3) — Changes to ward boundaries will be made prior to the year of an election.

Section 88 — Insurance coverage is amended to clarify certain concerns. The position of a council or an individual member of council is clarified and the additions of Sections 88.2 and 88.3 deal with matters of personal liability and the avoidance of same, and payment of legal expenses resulting from court proceedings.

Section 97 — Procedural by-laws. This amendment requires municipalities to enact by-laws governing the conduct and procedures of council meetings.

Section 115 — Organizational meetings of council. The amendment allows for greater flexibility in scheduling organizational meetings of council and provides for greater flexibility where a quorum is not present for an organizational meeting.

Section 121(1) — The Municipal Conflict of Interest Act applies to voting requirements and exemptions from voting.

Section 443(10) — Community Centres — Changes delete requirements for Community Centre district establishment, boundary setting, division into zones, financial sharing arrangements and acquisition of land for a community centre from the requirement to follow the procedures respecting the borrowing of money and the issuance of debentures. Borrowing procedure requirements still apply to clause (f) relating to the contracting of a debt not payable within the year in which it is contracted for.

Section 568(9.1) — Unincorporated Village District. Amendments clarify the question of establishing and utilizing reserve funds.

Section 586 — Unincorporated Village Districts. Amendments refer to special taxes available to a U.V.D. for reserve funds.

Section 592 — Unincorporated Village Districts — The amendment clearly indicates that The Municipal Council Conflict of Interest Act applies to contracts by U.V.D. Committees.

Section 600(3) — Municipal Audits — The amendment permits the Director of Municipal Advisory and Financial Services greater flexibility in accepting audits for Parks and Recreation boards, and committees appointed by council as outlined in clauses (b), (c), and (d). Previously such audit reports were prepared by appointed municipal auditors.

Section 795 — Grants-in-lieu. Manitoba Properties Inc. can make grants-in-lieu of taxes.

The Municipal Affairs Administration Act:

Assented to July 11, 1985.

A new Section was added to deal with the subject of the levy for police services. Since that amendment was contained in The Statute Law Amendment Act, the text is reproduced below:

Levies for Police Services

10.1 The minister, in each year, by certificate under the hand of the minister, may levy, upon the basis of the equalized assessment made by the Provincial Municipal Assessor and at a rate to be determined by the minister, against

a) any town or village having a population of less than 750 inhabitants;

b) any rural municipality;

c) any local government district;

that has not, under The Municipal Act, provided for police services within its boundaries or that has, under that Act, provided for partial police services within its boundaries, an amount to assist in financing the police services in whole or in part, or that portion of the village, rural municipality or local government district, as the case may be, has not under that Act showing the amount of the levy to be transmitted to each town, village, rural municipality and local government district that is subject to the levy".

The Planning Act

Amendments did not proceed in the 1985 session.

The Municipal Assessment Act — Assented to July 11, 1985.

A totally rewritten Part III which deals with the assessment complaint process was introduced and received royal assent. A brief precis of legislative changes follows.

The assessment appeal provisions which formerly were included in The Municipal Act, City of Winnipeg Act, Brandon Charter and Portage la Prairie Charter have been consolidated into The Municipal Assessment Act.

The revised Act allows Municipal councils the options of appointing council members only, citizen members only, or a combination of council and citizen members to local boards to hear assessment complaints. Such bodies in future will be known as Boards of Revision.

A further appeal from the Court of Queen's Bench to the Court of Appeal on questions of a property's liability to assessment has been incorporated into the legislation.

Municipal Board decisions resulting from appeals referring to the amount of the assessment or the classification of the property must now contain reasons for the Boards' decisions.

The balance of the legislated changes deal primarily with wording clarifications, removal of archaic references, and minor technical revisions.

Please consult The Municipal Assessment Act for specific details.

Publications

Annual

Municipal Affairs Manitoba, Fourth Annual Report for the year ended March 31, 1986.

Twenty-seventh Annual Report of The Municipal Board for the year ended December 31, 1985.

1984 Statistical Information Respecting the Municipalities of the Province of Manitoba.

Ninth Annual Report of the Municipal Employees Benefit Board for the year ended December 31, 1985.

Annual Report 1985 — Provincial Municipal Assessment Branch.

Municipal Officials 1986.

Catalogue of Grants Available to Municipalities, 1985.

Annual Report of the Surface Rights Board 1985-86.

Occasional 1985-86

Municipal Informat — vol. 5 No. 1 vol. 5 No. 4 Quarterly Newsletter.

Manitoba Assessment: Questions and Answers —a pamphlet series.

Working with Municipal Government — a pamphlet.

Copies of our publications are available from:

The Department of Municipal Affairs
14th Floor — 405 Broadway
Winnipeg, Manitoba
R3C 3L6

Boards and Committees

Municipal Board

The Municipal Board, established in 1959, is a quasi-judicial body whose members are appointed by the Province. Board members include a chairman and several part-time members. The Board hears appeals and conducts inquiries pursuant to appropriate statutes of Manitoba.

Because of its quasi-judicial nature, the Board operates independently. It is attached to the Department for administrative reasons only.

An annual report is prepared on a calendar year basis.

Surface Rights Board:

The Surface Rights Board is appointed under the provisions of The Surface Rights Act and consists of a Chairman and four persons appointed by Order-in-Council. The Surface Rights Act and the Surface Rights Board provide a comprehensive procedure to adjudicate problems which arise between operators and owners or occupants with respect to a right-of-entry to explore for mineral rights, and determination of compensation to be paid for the surface rights. The Board is also responsible, when the site is abandoned, for assuring the maintenance, preservation and restoration of the surface of the land. An annual report is prepared each fiscal year.

Municipal Advisory Committee

The Committee is comprised of the President and Vice President of the Union of Manitoba Municipalities and the Manitoba Association of Urban Municipalities along with the President of the Manitoba Municipal Administrator's Association. In this past year the Committee, chaired by the Minister of Municipal Affairs, met at his request to discuss matters of mutual concern on a number of occasions.

Civic Service Board

The Board, who reports to the Minister of Municipal Affairs, acts as a Board of reference to consider complaints from Municipal Councils, clerks, or Secretary-Treasurers. Chaired by an independent party appointed by the Province, membership represents the Union of Manitoba Municipalities, the Manitoba Association of Urban Municipalities, and the Manitoba Municipal Administrators' Association.

The Board did not meet in the past year, as there were no Labour/Management disputes requiring mediation.

Municipal Employees Benefits Board

The Board administers a provincial pension and disability plan as well as a group life insurance program for municipal employees. Board membership includes a chairman and four appointees who represent municipal corporations and organizations. The Board reports to the Minister of Municipal Affairs.

An Annual Report is prepared each calendar year.

Leaf Rapids Town Properties Ltd.

Leaf Rapids Town Properties (formerly Leaf Rapids Corporation) was formed in 1971 by a precedent setting agreement between the Province and Sherritt-Gordon Mines. Under the terms of the agreement, all assessable surface property of the mining company was put on the tax roll for taxation purposes making Sherritt Gordon a corporate citizen. The Province, through the Leaf Rapids Corporation developed the property and is recovering costs through land sales and property rentals; proceeds of Local Government District debenture issues retired through local taxation; provincial funding of schools and hospitals; provincial grant programs.

Chairman of the Board is the Deputy Minister of Municipal Affairs. Three senior civil servants are appointed to the four person board.

Day to day management of the Town Centre, Industrial Park, mobile home park, and other properties is carried out by a staff of five, under the direction of the General Manager. The continuing poor economic climate and mineral markets in recent years have resulted in reduced mineral extraction. The impact of these conditions has resulted in increased unemployment, reduced population and a lowered tax base, however, the Corporation continues to meet its obligations as they come due.

Manitoba Municipal Affairs Offices

The Hon. Andy Anstett, Minister
Room 330 Legislative Building
Winnipeg, Manitoba
R3C 0V8 (204) 945-3788

G. D. Forrest, Deputy Minister
Room 332 Legislative Building
Winnipeg, Manitoba
R3C 0V8 (204) 945-3787

Ken Cameron, Director
Administration
1436-405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2200

Director
Human Resource Management Services
1409-405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2195

Roger Dennis, Director
Municipal Advisory & Financial Services
1325-405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2567

Robert L. Brown
Acting Provincial Municipal Assessor
1350 - 405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2605

John N. Whiting, Director
Municipal Planning
1418-405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2158

David Johns, Director
Provincial Planning
1240-405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2595

Robert L. Brown, Director
Research & Systems
1354-405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2533

Leifur Hallgrimson, Chairman
Municipal Board
1234-405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2941

John McNairnay, Chairman
Surface Rights Board
803-401 York Avenue
Winnipeg, Manitoba
R3C 0P8 (204) 945-0845

District Assessment Offices

Municipal Assessment Office
340 - 9th Street
Brandon, Manitoba
R7A 6C2 (204) 728-7000

Municipal Assessment Office
27 - 2nd Avenue S.W.
Dauphin, Manitoba
R7N 3E5 (204) 638-9111

Municipal Assessment Office
103 Main Street South
Minnedosa, Manitoba
R0J 1E0 (204) 867-2785

Municipal Assessment Office
127 - 8th Street
Morden, Manitoba
R0G 1J0 (204) 822-5421

Municipal Assessment Office
25 Tupper Street North
Portage la Prairie, Manitoba
R1N 3K0 (204) 857-9711

Municipal Assessment Office
382 Main Street
Selkirk, Manitoba
R1A 1T8 (204) 482-3352

Municipal Assessment Office
Civic Centre
Souris, Manitoba
R0K 2C0 (204) 483-2165

Municipal Assessment Office
323 Main Street
Steinbach, Manitoba
R0A 2A0 (204) 326-9896

Municipal Assessment Office
110 - 7th Avenue North
Swan River, Manitoba
R0L 1Z0 (204) 734-4566

Municipal Assessment Office
59 Elizabeth Drive
Thompson, Manitoba
R8N 1X4 (204) 778-4411

Planning Branch Offices

Municipal Planning Branch
125 - 250 First Street
Beausejour, Manitoba
R0E 0C0 (204) 268-1411

Municipal Planning Branch
112 - 340 9th Street
Brandon, Manitoba
R7A 6C2 (204) 728-7000

Municipal Planning Branch
27 - 2nd Avenue S.W.
Dauphin, Manitoba
R7N 3E5 (204) 638-9111

Municipal Planning Branch
323 North Railway Street
Morden, Manitoba
R0G 1J0 (204) 822-6221

Municipal Planning Branch
25 Tupper Street North
Portage la Prairie, Manitoba
R1N 3K1 (204) 857-9711

Municipal Planning Branch
200 Eaton Avenue
Selkirk, Manitoba
R1A 0W6 (204) 482-6716

Municipal Planning Branch
323 Main Street
Steinbach, Manitoba
R0A 2A0 (204) 326-1381

Municipal Planning Branch
370 Main Street
Stonewall, Manitoba
R0C 2Z0 (204) 467-5577

Municipal Planning Branch
59 Elizabeth Drive
Thompson, Manitoba
R8N 1X4 (204) 778-4411